



Employment Application

Human Resources Department
22560 SW Pine Street
Sherwood, OR 97140

PLEASE COMPLETE A SEPARATE APPLICATION FOR EACH
POSITION YOU APPLY FOR

The City of Sherwood is an Equal Opportunity Employer dedicated to a policy of non-discrimination in employment on the basis of race, color, religion, sex, national origin, age, or physical disability. The City of Sherwood provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the Human Resource Department at (503) 625-4201.

Position Applied For:		
Name:		
<small>Last</small>	<small>First</small>	<small>M.I.</small>
Address:		
<small>Street</small>	<small>City and State</small>	<small>Zip</small>
Home Phone:	Business Phone:	Cell Phone:
Other/Former Names:		Email Address:
How did you learn about this position?		
<input type="checkbox"/> Newspaper <input type="checkbox"/> Internet (note) <input type="checkbox"/> Walk-In <input type="checkbox"/> Referred by City Employee <input type="checkbox"/> Referral <input type="checkbox"/> Education Facility <input type="checkbox"/> Other (note)		
Note:		
Do have computer experience? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Windows <input type="checkbox"/> Mac <input type="checkbox"/> Other (note)		
Note:		
What software applications are you most familiar with?		
Can you, after employment, submit verification of your legal right to work in the U.S?		

Education:

Check highest level completed:					
<input type="checkbox"/> High School/GED <input type="checkbox"/> Community College <input type="checkbox"/> College/University					
	Name and location of school	Graduated?		Type of Diploma or Degree	Course of Study/Major
		Yes	No		
HS or GED					
Vocational Technical Jr. College					
College or University					

Education - continued:

Name and location of school		Graduated? Yes No		Type of Diploma or Degree	Course of Study/Major
Other					
Other					
Other					
Please list any licenses, training, certificates, or memberships you currently have that may be helpful in this position:					

Experience: Please list your previous employment beginning with your most recent experience. You may include all applicable military, non-paid or volunteer work. If you had more than one position with the same employer, list each separately. Use additional sheets if necessary.

May we contact your present employer? YES ☐ NO ☐

Month/Year	Employer:	Supervisor:
From:	Address:	Phone:
To:	Street City State Zip	Reason for leaving:
Position Title:	Job Duties:	
Last Salary: \$		
Month/Year	Employer:	Supervisor:
From:	Address:	Phone:
To:	Street City State Zip	Reason for leaving:
Position Title:	Job Duties:	
Last Salary: \$		

Experience - continued

Month/Year	Employer:	Supervisor:
From:	Address:	Phone:
To:	Street City State Zip	Reason for leaving:
Position Title	Job Duties:	
Last Salary: \$		
Month/Year	Employer:	Supervisor:
From:	Address:	Phone:
To:	Street City State Zip	Reason for leaving:
Position Title:	Job Duties:	
Last Salary: \$		

References:

Name:	Phone:	Relationship/Years acquainted:
Name:	Phone:	Relationship/Years acquainted:
Name:	Phone:	Relationship/Years acquainted:

Have you ever been discharged or requested to resign from any position? If yes, explain here:

Certificate of Applicant (*read carefully before signing*): I hereby certify that all statements made in this application are true and I agree and understand that any misstatements of facts herein may cause forfeiture of employment. I authorize previous employers and references to release information as necessary to verify my qualifications for employment.

Date: _____

Signature: _____